

Agenda Item Form

Agenda Date: 11/02/04

Districts Affected: All

Dept. Head/Contact Information: City Manager, Joyce A. Wilson, (915) 541-4844

Type of Agenda Item:

- | | | |
|---|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other <u>Provisional Appointment</u> | | |

Funding Source:

- General Fund
 Grant (duration of funds: _____ Months)
 Other Source: _____

Legal:

- Legal Review Required Attorney Assigned (please scroll down): None Approved Denied

Timeline Priority: High Medium Low # of days: _____

Why is this item necessary:

This provisional appointment is necessary to provide a continuity of services due to the resignation of Mr. William A. Chapman. Mr. Studer will be assigned to reintergrate the Finance and Administrative Services portfolio and assist with the oversight of the expanded audit. He will also be responsible for a series of internal reviews regarding a variety of support functions that are not now being addressed. Mr. Studer also has experience in the Council/Manager form of government which will be helpful as we move forward with revisions to rules and procedures to support the transition to the new form of government. A period of overlap is necessary to ensure a smooth transition for this complex and varied portfolio and will additionally give Mr. Chapman time to complete projects that I have assigned to him. I have one vacant deputy city manager position, which is for Municipal Services. I plan to put Mr. Studer in that position. Both the job specification for the deputy city manager and the ordinance creating the Municipal Services Department are broad enough and will allow me to assign additional duties to Mr. Studer.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated